



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

Position: **PROCUREMENT DIRECTOR**
Requisition: **14-009**
Department: **Procurement**
Position #: **0070-001**
Opening Date: **November 17, 2014**
Closing Date: **December 1, 2014 or until filled**
FLSA Status: **Exempt**
Hourly Pay Range: **\$63,148.80 - \$94,723.20 (Commensurate with qualifications)**

GENERAL DESCRIPTION:

This is administrative and professional work in planning, directing and administering the City's Centralize Procurement Division. Under general direction and broad policy guidance, this employee exercises extensive initiative and independent judgment in assuring that Procurement functions are accomplished in accordance with all applicable laws and municipal administrative policies.

Responsibilities include managing the Centralize Procurement division staff; engineering procurement including construction and solicitations in accordance with state of Florida's Consultant's Competitive Negotiation Act (CCNA), procurement of goods, service and supplies; contracting activities; asset management and inventory control; developing and issuing RFP's, RFQ's and bids on behalf of the City; managing vendor registration and MBE/WBE program.

Incumbent develops and implements goals, objectives, policies, priorities, and operating procedures pertaining to the division.

Work is reviewed through conferences, reports, observations, success of the program and new procedures developed and implemented to achieve goals established.

ESSENTIAL JOB FUNCTIONS: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Administers the city's Purchasing Ordinance and assist departments in maintaining compliance with the Ordinance;

Secure supplies, goods, equipment and services for the City at prices, terms and quality standards that best benefit the City.

Prepare, issue and manage Construction solicitations and engineering solicitations in accordance with CCNA and other applicable statutes.

Coordinates all formal and informal bids (RFP's, RFQ's, ITB's) pertaining to City business; prepares specifications for bids covering materials and supplies and designates list of suppliers to be used in posting formal and informal bid invitations.

Negotiates, administers, modifies, terminates vendor contracts.

Supervises bid openings, analyzes bids and proposals, prepares recommendations of awards to the City Council.

Administers an effective vendor registration program.

Administers a MBE/WBE program.

Serves as contract administrator for various City bids/contracts.

Receives authorized requisitions from departments; obtains competitive cost quotations from several vendors; prepares resolutions for purchase of goods or services; develops and maintains file of vendors.

Reviews requisitions to ensure correctness; maintains capital expense schedule; assures that funds are budgeted for requisitioned material; approves purchase orders; places purchase orders for emergency requirement with local vendors.

Provides regular reports of participation in the vendor registration program, MBE/WBE program, capital asset program or other areas of responsibility.

Trains and supervises staff members in carrying out the overall division related activities. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Prepares and monitors division budget and expenditures.

Performs other related work as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Considerable knowledge of modern governmental purchasing principles, methods, and procedures.

Considerable knowledge of the formal and informal bid process.

Has general knowledge of the current literature, trends, and developments in the field of governmental purchasing.

Knowledge of supervisory principles and practices.

Ability to apply and interpret policies and regulations and to explain these policies to other employees and the general public.

Ability to prepare bid specifications for engineering projects, construction projects, a variety of equipment and services purchased by the City.

Ability to establish and maintain effective working relationships with City personnel and with private vendors.

Ability to plan, assign and review the work of subordinate employees in a manner conducive to full performance and high morale.

Education & Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree in business, public administration, or closely related field. A Master's degree is preferred. Five (5) years of progressive supervisory/managerial experience in public sector procurement administration, at least two (2) years of which involve a large public sector procurement program. Education and experience that is determined to be directly related to the specific foregoing requirements may be substituted. Current certification as a CPPB (Certified Public Purchasing Buyer), CPPO (Certified Public Purchasing Officer) or CPM (Certified Purchasing Manager) from a Procurement Board or Council.

Must possess a valid Florida Driver's License and maintain a satisfactory driving record throughout employment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The noise level in the work environment is moderately quiet. Work is performed in an office setting within a controlled environment.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or
Fax to: (305) 474-1286**